

# Washington County

## Job Description



<b>Title:</b>	County Engineer	<b>Code:</b>	
<b>Division:</b>	Public Works	<b>Effective Date:</b>	11/08
<b>Department:</b>	Public Works / Roads	<b>Last Revised:</b>	

### GENERAL PURPOSE

The County Engineer is responsible to provide day-to-day engineering services for Washington County.

### SUPERVISION RECEIVED

Works under the general guidance and supervision of the Public Works Director.

### SUPERVISION EXERCISED

None, unless specifically assigned.

### ESSENTIAL FUNCTIONS

Performs day-to-day engineering functions for the Public Works Department and other County departments as may be assigned. Oversees all County engineering projects including: developing short- and long-range plans for construction and maintenance of roads; flood control facilities; and other assignments within the Public Works Department.

Reviews plans for construction and installation of public works infrastructure by land developers within the County. Reviews engineering plans and specifications and determines County engineering standards based upon State and National standards. Stamps engineering plans and prepared maps with professional engineer seal.

Approves engineering plans and specifications and determines County engineering standards.

Monitors construction and maintenance activities and provides engineering guidance for design, construction activities, testing, and inspection on large and complex projects.

Administers bonds for development of private subdivisions and oversees the issuance of excavation, access, and special permits.

Assists the Road Superintendent with review of County road construction / maintenance projects, giving direction, as necessary, to the Road Superintendent on various construction matters.

Prepares plans and specifications for bidding public works projects within the County.

Oversees inspection of public works projects in the County.

Conducts routine and complex inspections on a variety of public works projects. Monitors work progress; issues "stop work" notices based upon non-compliance with standards and project specifications; monitors permits related to excavation and encroachment ordinances.

Is involved in long-range planning of public works facilities and projects in the County, such as drainage plans, roadway alignments, flood control projects, and similar public works projects.

Represents the Public Works Department, attends pre-construction conferences as needed to coordinate involvement of local contractors with other government entities, special districts, and utility companies on public works projects.

Attends meeting as requested by the Public Works Director and provides information relative to Public Works programs throughout the State and region. Coordinates with projects going on in adjacent counties to ensure coordination and cooperation across county lines.

Responds to questions and complaints from the public and other sources concerning Public Works activities.

Performs other related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a Bachelor's Degree in Civil Engineering  
AND
- B. Four (4) years work experience performing engineering activities in the public sector and four (4) years work experience performing engineering activities as a Division Supervisor or equivalent. OR
- C. Equivalent combination of education and experience may also be considered.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** principles, practices, and applications of engineering and cost control; computer assisted management information systems; basic accounting, budgeting and fiscal control methods. Knowledge of contracting procedures and control. Knowledge of pertinent local and State codes, standards, laws, and ordinances.

**Skill** in document composition and word processing. Skill in basic computer programs including engineering software and programs such as Auto Cad. Skill in reading, writing, and advanced math.

**Ability to** maintain cooperative working relationships with those contacted in the course of work activities. Ability to perform basic bookkeeping; ability to maintain files, records, and reports. Ability to communicate technical language effectively, verbally and in writing. Ability to coordinate multiple tasks efficiently.

3. Special Qualifications:

Incumbent must possess a valid State of Utah professional Engineer's License.  
Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license.

4. Work Environment:

Tasks performed in a typical office setting with appropriate climate controls. Occasional discomfort related to equipment fumes and related circumstances associated with an equipment maintenance center. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking. Ability to make field inspections on site at County projects.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)